

Michigan Department of Transportation

General Instructions

For Local Agencies in Advertising, Awarding, and
Administering Federally Funded

Transportation Enhancement Projects



Executive Summary

The Bureau of Transportation Planning, within MDOT, established the criteria for selecting Transportation Enhancement Activities under ISTEA. This included development of program guidelines, issuing a call for projects to eligible agencies, and selecting projects for implementation. Notifications of project selections were issued at the conclusion of this phase.

The Local Agency Programs Unit, Design Division, of the Bureau of Highways, was then given the task of assisting local agencies in implementing approved projects. Allowing local contracting for projects funded in part by the Federal Highway Administration was an innovative concept developed for this new federal program. Since its conception in 1993, numerous projects have been implemented, and the knowledge gained has been incorporated in this revised instruction booklet.

While the accompanying guideline provides detailed information on each step of the process, a brief analysis of the events in implementing a locally contracted transportation enhancement activity are as follows. The major milestones or checkpoints are shown in bold type.

Project selection and notification to proceed with design by the Office of Economic Development - conceptual approval of the project & establishment of program budgets.

The local agency can initiate the design process. There is no federal reimbursement of these costs, so no restrictions are imposed on consultant selection. The design process continues through the development of preliminary plans and a request for a grade inspection. Any change in project scope from the original award requires written approval from the Office of Economic Development.

The Local Agency Programs Unit provides forms for the local agency to request federal aid for the project.

The local agency certifies they have completed all required environmental clearances, obtained required permits and approvals, and refines the project scope and cost estimate.

The Local Agency Programs Unit requests the local agency to certify local contracting practices. Formal notification of either acceptance of local procedures or required modifications will be made at the time of the grade inspection.

The local agency requests a grade inspection for the project by submitting the "Local Contracting Certification" form, the programming forms, the preliminary plans, special provisions, preliminary cost estimate, and clearances from the State Historic Preservation Office (SHPO). MDOT will conduct this meeting to assist the local agency in complying with federal regulations. After the GI, the local agency can develop final plans.

The Local Agency Programs Unit requests federal funds to be obligated to the specific project and obtains necessary project numbers.

The work items and project limits listed in the enhancement award summary must be fully accounted for in the final plans. The amounts of the grant are not typically increased once the award has been made. Funding limits are set at the time of award and the funds are capped at the federal dollar limit. If the low bids are less than estimated, the local agency can not add to the project to utilize all of the federal dollars. The plans match the award summary at the time of the letting and therefore any additional work is considered outside the scope of the project and will be funded with 100 percent local funds. **The project limits identified in the plans at the time of the letting can not be extended.**

The Local Agency Programs Unit initiates a project agreement with the local agency. The agreement must be approved by the local agency before approval to advertise the project for letting can be granted.

The local designer certifies that the final plans, estimate, and specifications (proposal) comply with federal requirements.

The local agency engineer reviews MDOT's list of pay items that require a Special Provision, Supplemental Specification, or plan note (see Designer's Guide).

The local agency requests approval from MDOT to advertise for bids for the project based on the certified proposal and the previously approved contracting procedures.

The Local Agency Programs Unit issues a notification to proceed with advertising.

The local agency advertises for bids, selects a contractor for the project, and requests approval to proceed with the award.

The Local Agency Programs Unit issues a notification to proceed with the award.

The local agency awards the construction contract.

The local agency administers the construction contract and oversees all construction activities.

The local agency pays the contractor and requests reimbursement from MDOT.

Financial Operations Division, Bureau of Finance and Administration, obtains federal funds and reimburses the local agency

The local agency completes construction, project documentation and federal reports, and then requests final acceptance from MDOT.

The MDOT resident engineer makes visual inspection of the project, verifies existence of required project documentation, and approves the final estimate.

Financial Services Division, Bureau of Finance and Administration, processes final payment to the local agency, makes final project accounting to FHWA, and requests an audit.

The local agency prepares a final general report summarizing the Transportation Enhancement Activity and the benefits gained and submit it to the Office of Economic Development for ultimate program reporting to the FHWA.

The local agency conducts an audit under the Single Audit Act of 1984. Commission Audit, MDOT, reviews the local agency audit or audits the local agency.

The Bureau of Finance & Administration makes final adjustment and closes project.

The local agency is encouraged to procure the following MDOT books and manuals to aid in constructing and documenting the project:

- 2003 Standard Specifications for Construction
- Michigan Construction Manual
- Materials Source Guide
- Road Standard Plans & Guides
- Work Item Code Book

These documents are available from:

- Michigan Department of Transportation
7050 Harris Drive
Dimondale, Michigan 48917
Phone (517) 322-1676
- MDOT's Web Site at www.michigan.gov/mdot/
 - Most of the information required for locally let federal-aid enhancement projects is available on MDOTs website at the following address: www.michigan.gov/mdotlap

General program requirements or answers to commonly asked questions are provided in this enhancement implementation guideline. Step by step instructions on completing the new forms used to gather the required information to allow local contracting under federal regulations. Contact people for specific information or services will be provided. A "Designer's Guide" containing even more specific information for preparing the bid proposal will also be provided. General questions on implementing Transportation Enhancement projects through local contracting should be directed to Bruce Kadzban, P.E., Enhancement Engineer, MDOT Design Division, Local Agency Programs Unit, P.O. Box 30050, Lansing, Michigan, 48909 or (517) 335-6779.

General Project Information

USE OF PREQUALIFICATION

Federal regulations require the use of prequalified contractors. Since many local agencies do not have prequalification procedures, and to avoid the lengthy procedure of approving those local procedures that do exist, MDOT prequalifications must be used (prime contractor and subcontractors).

The local agency must specify the prequalification necessary for bidding in the advertisement for bids. Information regarding prequalification will be provided at the grade inspection.

MDOT will provide more information on prequalification upon local agency request by contacting the Prequalification Officer at (517) 373-1576, or Financial Services Division, Bureau of Finance and Administration, P.O. Box 30050, Lansing, Michigan, 48909.

ADVERTISING INFORMATION

The advertisement for bids should be statewide and must be for a period of at least 3 weeks. It must contain:

- 1) Brief description of project
- 2) Date, time and location of bid opening
- 3) Bid deposit amount required
- 4) The contractor prequalification classification (along with subcontracting requirements when applicable)
- 5) Reference to the current MDOT Standard Specifications
- 6) Requirement for Davis Bacon Wage rates
- 7) Affirmative Action/Non Discrimination Statement
- 8) Project start and completion date

Sample advertisement information can be provided upon request.

USE OF CURRENT MDOT STANDARD SPECIFICATIONS FOR CONSTRUCTION

Many federal regulations, with respect to construction contracting, will be met by incorporating the general requirements contained in Division 1 of the MDOT Standard Specifications for Construction supplemental specifications, special provisions and notice to bidders (boilerplate) which can be added to the proposal. Adapting the Standard Specifications for local contracting is possible since the term "Department" includes local agencies and "Engineer" means the local project engineer. The use of NSPE, ACEC, ASCE, CSI or other canned "General Conditions" will not be permitted.

To assist the designer, MDOT will provide samples of contract provisions that are frequently used to modify or supplement information in the Standard Specifications for Construction. Some of these will only require adding missing data while others will require a unique write up to fit the project.

For locally contracted work, the designer is at liberty to modify most sections of the Standard Specifications for Construction to fit project needs. This can be done by using MDOT supplemental specifications or writing special provisions detailing the changes from the Standard Specifications. Special provisions should contain information on methods of measurement and payment.

MDOT will assist the local agency and the designer in obtaining the latest information necessary for the proposal for bids.

FEDERAL BOILERPLATE FOR CONTRACT PROPOSAL

The required federal boilerplate information at the following web site:

www.michigan.gov/mdotlap then select "Information to Advertise, Let, Award, and Administer Federal Enhancement Projects" and click on "Required Federal Provisions".

Most of this information can be inserted into the proposal for bids as presented. Some will require the addition of specific data for each project.

WAGE RATES

Federal law requires the use of Davis Bacon wage rates on all federal-aid highway construction contracts that exceed \$2,000 and to all related subcontracts except for projects located on roadways classified as local roads or rural minor collectors or not located within the right-of-way of a federal-aid highway. If the Davis Bacon wage rates apply, they must be placed in the proposal. If Davis Bacon wage rates do not apply then the state prevailing wage rates must be included. Refer to www.michigan.gov/mdotlap then select "Information to Advertise, Let, Award, and Administer Federal Enhancement Projects" and click on "Wage Rates" for more information.

RIGHT OF WAY

Projects must be constructed on property under the control of the local agency. This may be either road right of way, agency property, or land controlled by easement or permit. Constructing fill outside the right of way requires an easement or permit. Both grading permits and easements are considered a right of way taking, and must be done in accordance with federal procedures even if there is no cost or if acquired without federal funds.

ALTERNATE OR "ADD ON" BIDS

No alternate or "add on" or "deduct" bidding practices will be permitted. The local agency must decide, based on the final engineer's estimate, the exact limits of the project before bidding. Work cannot be added simply to use up available funds for the project. If bids exceed the engineer's estimate to a point where the agency cannot proceed with the work, all bids may be rejected and the project rescope.

WARRANTIES AND MAINTENANCE PROVISION

No guarantees other than normal manufacturer warranties are allowed. Similarly, maintenance provisions or bonds are not allowed.

SUBCONTRACTING CONSTRUCTION WORK

While subcontracting is permissible under federal regulations up to a maximum of 70 percent of the cost of the project, MDOT specifications limit subcontracting to 60 percent per standard specification § 108.01. Permitting less than 40 percent of the work to be done by the prime contractor will require a special provision.

Subcontractors must be prequalified, the subcontract must include all pertinent provisions of the prime contract, and the local agency must approve the subcontract. This fact must be certified on the Request to Award.

OVERRUNS

The maximum amount of federal funds available for the project is established in the agreement. If federal participation in the "as bid" federal participating work does not exceed that limit, federal reimbursement may be made on "as constructed" quantities that exceed the original contract estimate. These overruns may be approved by MDOT, provided the work was necessary only to complete work intended on the plans and does not exceed the total bid for the contract by 10 percent.

EXTRAS & CONTRACTOR CLAIMS

There will be no federal participation in extra work (work for which there was no bid unit price).

There will be no federal participation in other contractor claims of any kind. A special provision is necessary to address resolution of claims at the local level.

AUDIT

These projects contain federal funds, which are subject to the provisions of the Single Audit Act of 1984, P.L. 98-502 and the OMB Circular A-128. As such, the local agency is responsible for obtaining such audit. All such audits are subject to review and approval by MDOT, the FHWA, and the Office of Inspector General. The local agency is responsible for retaining a complete project file, including not only construction documentation, but also copies of all local and MDOT submittals and approvals contained in these instructions and other pertinent documents to support project procurement, development, implementation and cost and any other item required by 49 CFR Part 18. This information must be retained for a minimum of three years after project close out.

TEA ACTIVITY REPORT

Successful applicants for Transportation Enhancement Activity funds are required to submit a report on their project following its completion. *If this is a historic preservation project, then the applicant must also submit a true copy of an executed historic easement that has been recorded with the appropriate County Register of Deeds office.* The report should be brief (no more than five pages) and include the following elements, organized in the following manner:

1. A description of the work funded with transportation enhancement funds (and a separate description of any related work not funded with transportation enhancement funds).
2. How much money was involved and from what sources.
3. A list of public agencies, non-governmental organizations, and other parties involved in the project and a brief description of their roles, with special emphasis on examples of good collaboration.
4. The community and state wide goals served by the effort (livability of the community, recreation, tourism, economic development, historic preservation, etc.).
5. Slides of the project area before the project, during its construction, and after its completion. Include copies of any renderings.
6. Maps that show where the project is in the state and how it is situated in the community. Show where the photos were shot from on the project map.
7. An assessment of whether or not this enhancement would have been implemented if the transportation enhancement provisions had not been included in ISTEA.

This report is a requirement for the completion of the project. The report should be submitted to the following office no later than 60 days after receipt of notification.

Jacqueline Shinn
Office of Transportation Economic Development and Enhancement
425 West Ottawa Street, P.O. Box 30050
Lansing, Michigan 48909
517-335-1069

Please note that the above office should be notified 10 days prior to any ceremony to be held in conjunction with the project. Also, any news release or promotional material regarding the project must acknowledge the roles of the Michigan Department of Transportation and Federal Highway Administration.

Preliminary Engineering Phase

ENHANCEMENT PROJECT PROGRAMMING

After project award, the local agency should submit the “Program Application for Local Agency Federal Enhancement Projects” MDOT form number 0259 to MDOT Design Division, Local Agency Programs Unit. This program application requests information regarding:

- Existing and proposed roadway.
- Environmental assessment, including a recommendation on the environmental classification.
- ROW needs, including the ROW Certification Form - Attachment A and B, (Easements and/or Grading Permits are considered a ROW taking, and must be done in accordance with Federal Highway regulations).
- Potential railroad and structure involvement.
- Project Engineer/supervisor statements.

These documents are to be signed and sealed by a professional engineer or professional architect depending on the scope of the work.

THIS PROCESS IS THE SAME AS USED ON OTHER LOCAL FEDERAL AID PROJECTS.

PROJECT AGREEMENT PROCESS

After the project is programmed with the FHWA, MDOT will prepare and forward an agreement to the local agency for execution.

The agreement, among other things, will:

- Establish the responsibilities of the parties in implementing the project.
- Establish the federal participation ratio and the maximum amount of federal funds allocated for the project.
- Provide for future operation and maintenance.

Instructions on processing the document will be provided when the agreement is sent to the local agency for execution.

Authorization to award the project for letting will not be issued until the agreement is signed by the local agency and by MDOT.

THIS PROCESS IS THE SAME AS USED ON OTHER LOCAL FEDERAL AID PROJECTS.

LOCAL CONTRACTING CERTIFICATION INSTRUCTIONS

The local agency is required to submit the “Local Contracting Certification and Conditions for Local Contract Development and Administration” MDOT form number 0363 to MDOT Design Division, Local Agency Programs Unit prior to the grade inspection meeting.

Purpose of the Form:

- to obtain sufficient information on local contracting procedures to make a determination that the local agency can fulfill federal contracting requirements, and
- to provide the local agency with advance notification of important federal regulations and program guidelines that are being used in implementing enhancement projects through local contracting.

Local Information:

Local contracting procedures will be followed to the extent possible. The "Local Contracting Certification" form allows the local agency to:

- provide information relative to local procedures that might be in conflict with federal regulations, and
- certify that adequate staff and experience is available to implement the project.

If local procedures conflict in any way with federal requirements, the local agency will be notified of modifications that must be made to come into compliance.

The local agency should become familiar with the “Condition for Local Contract Development and Administration” (attached to the certification form), which identifies federal and program requirements. Adhering to the items on this list, providing specific information or certifications solicited elsewhere in these “Instructions for Local Agencies in Advertising, Awarding and Administering Federally Funded Transportation Enhancement Projects,” and adopting MDOT Standard Specifications for Construction, will fulfill the basic requirements necessary to comply with federal procurement and contracting procedures.

Complete the form by supplying local contracting requirements if they exist. If none exist for a particular question, state "NONE." The local contracting requirements will be discussed at the grade inspection.

Although the form is self explanatory, note the following specific information:

- Section 1: Identify any local considerations for rejecting bids. These must be identified before letting, and will be the only acceptable grounds for rejecting bids. If local conditions are absent, those contained in the MDOT Standard Specifications for Construction (§ 102.06) and MDOT Special Provisions and Supplemental Specifications will apply. If local conditions are to be considered, attach these to the form.
- Section 6: Provide local insurance requirements if other than those contained in MDOT Standard Specifications for Construction § 107.08.

Section 7: Justification to award will be required if the low bid exceeds the engineer's estimate by 10 percent unless local practice is lower.

Section 9: The brief summary of contracting experience should include the number, size, and type of contracts the **local agency administers** annually, including federally funded projects, if any. Do not include projects administered by MDOT.

Attached to the form should be the local agency's grounds for rejecting bids if applicable and insurance requirements if different than MDOT standards.

GRADE INSPECTION PROCESS

A grade inspection meeting will be scheduled by MDOT Design Division, Local Agency Programs Unit, once the plans, special provisions, and cost estimate are at least 80 percent complete and submitted to MDOT. Prior to scheduling a grade inspection the program application and Local Contracting Certification form must have also been submitted to MDOT. The local agency invites and forwards a copy of the plans, special provisions, and cost estimate to the MDOT TSC Resident Engineer, as well the utility representatives (copy plans only) to the grade inspection meeting.

Local Information:

Plans and specifications should be developed to the point that it is clear what work will be performed and how it will be accomplished. A project is ready for grade inspection when the following information is available:

- Local Contracting Certification form has been completed (submit blue form).
- Programming forms have been completed.
- Title sheet with location map is available.
- Typical cross sections and special details are on the plans.
- Right of Way and/or property lines are shown.
- Utilities within the project limits are shown.
- All non participating work is clearly shown.
- Special provisions have been drafted.
- Pay items for the engineer's estimate have been established (quantities and pricing are less important).

All permits and approvals must be submitted to appropriate agencies, including MDOT if the project is along a state trunkline.

The focus of the GI will be:

Is the project consistent with work and limits approved in the application?

Status of permits/approvals, including MDOT permit for work on state trunklines and any applicable MDEQ permits.

- Utility/railroad coordination.
- ROW certification.
- Participating/Non Participating work separation.
- Engineer's estimate.
- Prequalification.
- Starting/completion date - Progress Clause.
- Federal Boiler Plate - MDOT provided.
- Secure applicable wage rates.
- Maintaining Traffic.
- Other required Special Provisions.
- Local special provisions.
- General Plans - Title Sheet, Typical.
- Constructability - field review is necessary.

Final Plan, Advertising, Selection, & Award Phase

PROPOSAL CERTIFICATION INSTRUCTIONS

The local designer should fill out this form after final plans are complete.

Purpose of Form:

- to ensure that the required federal and program requirements have been addressed and included in the plans for the project, if appropriate,
- to provide a checklist of items that must be in the proposal, and
- to provide MDOT with a basis for review and approval of the plans, specifications and estimate (PS&E) package.

Local Information:

The project engineer must certify that the plans, specifications and estimate are ready for advertising by completing the "Proposal Certification" MDOT form number 0364. The form must be sealed by the project engineer, and submitted to the local agency for transmittal to MDOT with the "Request to Advertise" MDOT form number 0365.

Sealed plans, final engineer's estimate, and the completed proposal must be included.

Any changes after advertising must be by addenda. If the change is "major," MDOT must approve the addenda prior to issuance. Major is defined as changes affecting costs or the engineer's estimate, starting or completion dates, or limits or scope of the project.

Copies of all addenda must be submitted to Local Agency Programs Enhancement Engineer with the "Certification of Contractor Selection and Request to Award" MDOT form 0366.

While most of the information contained on the "Proposal Certification" form is self explanatory, the following specific information should be noted:

- A realistic engineer's estimate should be made by multiplying an estimated unit price by the plan quantity. It should not include any "contingencies" and should be shown to the penny. This will be used in reviewing the bids and determining if the award should be made. A copy must be attached to the form.
- Indicate the basis on which the unit prices used were determined, such as MDOT quarterly summary, similar prices from a local project, consultant comparison of similar contracts and work, etc.
- Name additional insured. **MDOT must be named** as well as any other agency with jurisdiction over the road. Do not include the design consultant.

- Briefly describe all non-federal participating work that is included in the plans by the type of work. Do not show quantities or costs (provided elsewhere).
- Check the appropriate design standards used for this project (more than 1 may apply).
- Certify that either there is no railroad coordination required or that necessary coordination is in place.
- Certify that there are no effects on utilities, which the relocation is included in the plans, or that arrangements have been made to relocate them prior to construction or coordinated during construction (if project constructed in stages) (name utilities affected).
- Certify that permits and approvals are in place, and that all mitigation measures have been included in the plans.
- Identify special provisions, other than those provided by MDOT, that have been locally modified or developed that are in the proposal (Maintenance of Traffic, etc.).

REQUEST TO ADVERTISE INSTRUCTIONS

This form should be prepared by the publicly employed project supervisor or other responsible local official.

Purpose of Form:

- to confirm the conditions under which the project will be advertised and to assemble the required documentation relative to ROW certification;
- engineering/project supervision; and plans specification and estimate into a single file for review approval and documentation

Local Information:

The publicly employed project supervisor (or publicly employed project engineer) must request authority to advertise the project for letting by completing the "Request to Advertise" MDOT form number 0365.

The basis for advertising will be the previously approved "Local Contracting Certification" form, including any necessary modification to meet federal requirements and the contract documents certified by the project engineer on the "Proposal Certification" form.

The right of way must be certified on Attachment "B" and the appropriate engineering statements must be attached (copies of these documents were provided in the package for requesting federal programming).

Submit the request to advertise at least 2 weeks before the proposed advertising date.

Significant changes in the proposal must be approved by MDOT before addenda are issued.

Significant is defined as changes in either quantities or work that would affect the engineer's estimate for the project, changes in starting or completion dates, or any other change connected with the permit, approval or mitigation measures associated with the project. All responses with potential bidders shall be in writing and all should receive the information at the same time.

Advertising Package:

Attach the following:

- Proposal Certification and Request to Advertise forms.
- Right of Way Certification - Attachment B.
- Project Engineer and Project Supervisor Statements.
- Signed and Sealed Plans and Proposal for Bids.
- Cost Estimate with Non participating work separate.

DO NOT ADVERTISE THE PROJECT UNTIL RECEIVING A NOTIFICATION TO PROCEED

Notification to Proceed with Advertising:

MDOT will formally advise the local agency in writing if the package is satisfactory for advertising. If approval to advertise cannot be granted by the date requested, MDOT will notify the local agency and a mutually agreeable advertisement date will be determined. The resubmittal of a formal request will not be required to change the advertising and opening dates unless there is a change in other factors on the request.

The federal requirements state that the minimum advertisement period is three weeks. The three week period starts after the date the notice is published in the last of the publications. The advertisement must be published in at least three periodicals including one state wide. Website posting, although encouraged, do not count toward the three publications.

CERTIFICATION OF CONTRACTOR SELECTION & REQUEST TO AWARD INSTRUCTIONS

The local agency should complete this form after receiving bids and selecting the contractor. This form must be signed by an authorized person employed by the county, city, or village.

Purpose of Form:

- to aid the local agency in completing the necessary federal bid review and documentation procedures, and
- to collect necessary data to complete the "Notice To Proceed" form.

Local Information:

After opening of bids and determination of the lowest responsive and responsible bidder, and after the contractor's bonds and insurance are in place, the local agency will certify the selection process and request approval to award the contract by completing the "Certification of Contractor Selection and Request to Award" MDOT form number 0366.

The "Certification of Contractor Selection and Request to Award" form should be sent to MDOT Design Division, Local Agency Programs Unit.

Section 102.06 of the MDOT Standard Specifications for Construction must be adhered to if an irregular proposal is encountered.

Allow at least 1 week for MDOT review.

While most of the information on the form is self explanatory, the following sections warrant special notice:

Section 2: MDOT must receive copies of all addenda issued to the proposal.

Section 3: a. Document the reason for rejecting any bids.
b. If less than 3 bids were received for the project, justification must be provided as to why it is in the public interest to proceed with the award.

Section 6: A review of the bids must be completed and a determination made that the bids were not imbalanced. The percent variance of the bid from the engineer's estimate must be computed. A tabulation of bids listing the unit prices for the 3 low bidders and the total bids of all bidders must be made and sent to MDOT. The bid tabulation must be certified with the following statement **"I hereby certify that this is a true and correct copy of the bids received, read, and tabulated for this project. Signed_____."** **This certification must be signed by an authorized person employed by the county, city, or village.**

If the bid was more than 10 percent (or local lower threshold established on the "Local Contracting Certification" form) over the engineer's estimate, justification must be provided as to why it is in the public interest to award this contract.

Notification to Proceed with the Award:

MDOT will formally notify the local agency in writing when the award may be made via the "Notification to Proceed" form.

**DO NOT AWARD THE CONTRACT WITHOUT RECEIVING THE
NOTIFICATION TO PROCEED**

Construction and Contract Administration Phase

PROJECT ADMINISTRATION PROCESS

Local Responsibility:

The project engineer must be familiar with and enforce the conditions contained in the proposal, project agreement and/or listed on the attachment to the "Local Contracting Certification" form.

The local agency should conduct a preconstruction meeting with the low bidder to clarify the detail of the project. This meeting must be held prior to the award of the contract. MDOT's "Construction Manual" provides an outline of items that should be considered. MDOT will assign a resident engineer to be the local contact for construction issues and for certifying project completion. This MDOT resident engineer must be invited to any preconstruction meetings.

As a minimum, the following steps or documentation must be provided by the local project engineer:

- Project posting for EEO, Davis Bacon, etc. (MDOT provided).
- Contractor payroll certification.
- Prime contractor EEO statement.
- Wage interviews - project engineer.
- Detailed documentation of work completed - measured quantities.
- Daily inspection reports
- Contract changes (need not have prior approval unless significant changes on federally funded work).
- Extension of time - MDOT prior approval - may affect federal participation.
- Contractor payments.
- 802P - Local Agency Request for Reimbursement.
- Supporting documentation of work completed each reimbursement period.
- Separation of federal participating and non participating work.
- Final as constructed quantities.
- Balancing authorization - MDOT approved.
- PR-47 - Statement of Materials and Labor Used by Contractors on Highway Construction Involving Federal Funds - Projects exceeding one million dollars.
- 1120 - Acceptance Report - MDOT approved.
- PR 1391 - Contractors monthly EEO report.
- Final estimate - MDOT approved (802P).
- Material supplier or contractor certifications.
- Test reports.

REIMBURSEMENT REQUEST/PROGRESS BILLING

The local agency may request reimbursement of federal funds any time after paying the contractor for work completed.

The amounts paid to the local contractor during the period must be split with respect to federal participating work and federal non participating work.

The local agency is responsible for retaining a copy of the report and the supporting documentation for audit purposes.

Detailed instructions for processing progress billings are available on MDOT's website. Refer to www.michigan.gov/mdotlap then select "Information to Advertise, Let, Award, and Administer Federal Enhancement Projects" and click on "Billing Information" for more information.

FINAL PROJECT ACCEPTANCE

The MDOT resident engineer will make a final inspection and acceptance of the project. This will include a visual inspection of the project and a review of the documentation required on the construction checklist previously provided.

A final adjustment of quantities may be made at this time.

Final reimbursement will not be made until this final acceptance has been completed.

Final acceptance and final request for reimbursement must be made within 60 days of the completion date established in the construction contract or approved extension.

MDOT ASSISTANCE

MDOT's goal is to assist the local agency in qualifying the project for federal participation without interfering with the local agency engineer's complete control over the work. An MDOT resident engineer will be available to provide information, when requested, on testing requirements of materials used in the project and to answer other question as they arise.